

City of North Miami

776 Northeast 125th Street, North Miami, Florida 33161-5654

(305) 895-9820

SIGN PERMIT INFORMATION

TO APPLY FOR A SIGN PERMIT FOR A PRIMARY IDENTIFICATION SIGN, SUBMIT THE FOLLOWING:

1. Completed Application(s), Sign Permit Addendum, and Owner/Builder Affidavit (if applicable).
2. One colored drawing of the proposed sign including background color).
3. One black and white drawing, or Xerox copy of the above.
4. Two copies of Addendum #2 is required for all new wall attachments.
5. A drawing of the building showing the location of all proposed signs.

NOTE: To apply for a pole or freestanding sign (must be pre-approved), a site plan and elevation plan are also required.

PERMIT APPLICATION FOR MUNICIPALITIES OF DADE COUNTY (NORTH MIAMI)

Date _____ Job Address _____ Tax Folio _____
Legal Description _____ Master Permit # _____
Owner _____ Tenant _____
Owner's Address _____ Day-Time Phone _____
Contracting Co. _____ Address _____
Qualifier _____ SS# _____ - _____ - _____ Phone _____
State # _____ Competency # _____ Ins. Co. _____
Architect/Engineer _____ Address _____
Bonding Company _____ Address _____
Mortgagor _____ Address _____

Permit Type: ROOFING BUILDING ELECTRICAL PLUMBING MECHANICAL PAVING
 FENCE SIGN DOCK PAINT SHED POOL

Application is hereby made for a permit to do work & installation as indicated. I understand that separate permits are required for Electrical, Plumbing, Signs, Pools, Roofing, & Mechanical work.

WORK DESCRIPTION: Circle One of the following: COMMERCIAL RESIDENTIAL

Square Ft. _____ Estimated Cost _____

WARNING TO OWNER: YOU MUST RECORD A **NOTICE OF COMMENCEMENT** AND YOUR FAILURE TO DO SO MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING THE NOTICE. **A BACKFLOW PREVENTION DEVICE PERMIT AND CERTIFICATION TEST** MAY BE REQUIRED IN ACCORDANCE WITH ORDINANCE #825. CALL THE PUBLIC WORKS DEPT. AT (305) 787-1001 OR VISIT THEIR OFFICE AT 1815 NE 150 ST.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate, and that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

Signature of Property Owner or Condo President

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 200____.

Signature of NOTARY to Onwer/Condo President

(Print, Type, or Stamp Commissioned Name)

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____

FEE _____ Zoning _____ Building _____ Electrical _____

_____ Mechanical _____ Plumbing _____ Engineering _____

Signature of Contractor

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 200____.

Signature of NOTARY to Contractor

(Print, Type, or Stamp Commissioned Name)

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____

THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE RECEIVED. APPLICATION AND ALL ATTACHMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED.

STATE OF FLORIDA)
) SS:
COUNTY OF MIAMI-DADE)

who, being by me first duly sworn, deposes and says that he is qualified to do, and he will do the

himself, or with the assistance of a qualified person or persons, on the building or premises located at:

The undersigned also affirms that he is the owner of the property at the above address, and that the work done is for his own use and occupancy only, and not intended for resale, and that this work will conform to the requirements of the Florida Building Code and the Ordinances of the City of North Miami. The responsibilities normally assumed by the licensed Contractor are hereby assumed by the undersigned. (Proper insurance must be maintained for workmen's compensation.)

Administered Oath []

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known [] or
Produced I.D. []

Type of I.D. Produced:

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

OWNER-BUILDER AFFIDAVIT

DATE: _____

FROM: _____

License # _____

TO: City of North Miami
12400 NE 8 Avenue
North Miami, FL 33161
ATTN: Mr. John Jackson

Sir:

This letter will confirm that we shall not employ any workers on the following listed project other than myself and properly licensed and insured subcontractors.

Project Description: _____

Project Location: _____

North Miami, FL _____

ZIP

Signature

ADMINISTERED OATH

SWORN TO & SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 200____.

Signature of NOTARY

Print, Type, or Stamp Commissioned Name

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____



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ADDENDUM TO BUILDING PERMIT APPLICATION

AN APPLICATION FOR BUILDING PERMIT MUST ACCOMPANY THIS ADDNEDUM

SIGNS

Type of Sign (wall pole, painted, etc.) _____

Size of Sign (total square feet) _____

Frontage of Space Occupied (lineal feet) _____

Letter Color(s) _____

Background Color(s) _____

Sign Copy _____

Location of Sign (front, side, etc.) _____

Electric: Yes _____ No _____

NOTE:

IF THE SIGN REQUIRES THAT ELECTRICAL WORK BE DONE, SUCH WORK MUST BE DONE BY A CONTRACTOR AND A SEPARATE PERMIT APPLICATION COMPLETED.

EACH SIGN PERMIT APPLICATION MUST BE ACCOMPANIED BY TWO DRAWINGS OF THE SIGN ITSELF. ONE DRAWING MUST BE DONE IN THE COLORS PROPOSED FOR THE SIGN, INCLUDING BACKGROUND COLOR (YOU MAY USE CRAYONS, COLORED PENCILS, MARKERS, ETC.). THE SECOND DRAWING CAN BE A XEROX COPY OR BLACK AND WHITE RENDITION.



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ADDENDUM #2 FOR WALL SIGNS ONLY

1. ADDRESS: _____
2. SIGN COPY: _____
3. EXTERIOR WALL IS MADE OF: (check one)
 - (A) Hollow Concrete Block _____
 - (B) Solid Concrete Block _____
 - (C) Concrete _____
 - (D) Metal _____
 - (E) Wood _____
4. TYPE OF MATERIAL SIGN IS MADE OF AND THE THICKNESS: (check one)
 - (A) Plastic _____
 - (B) Wood _____
 - (C) Metal _____
5. METHOD OF ATTACHMENT (please draw below)

Please indicate with x places on sign where bolts or screws will be installed. Also, the distances from each other.

6. ANCHORING DEVICES:

	TYPE	LENGTH	SIZE
(A)	Anchors	_____	_____
(B)	Bolts	_____	_____
(C)	Screws	_____	_____



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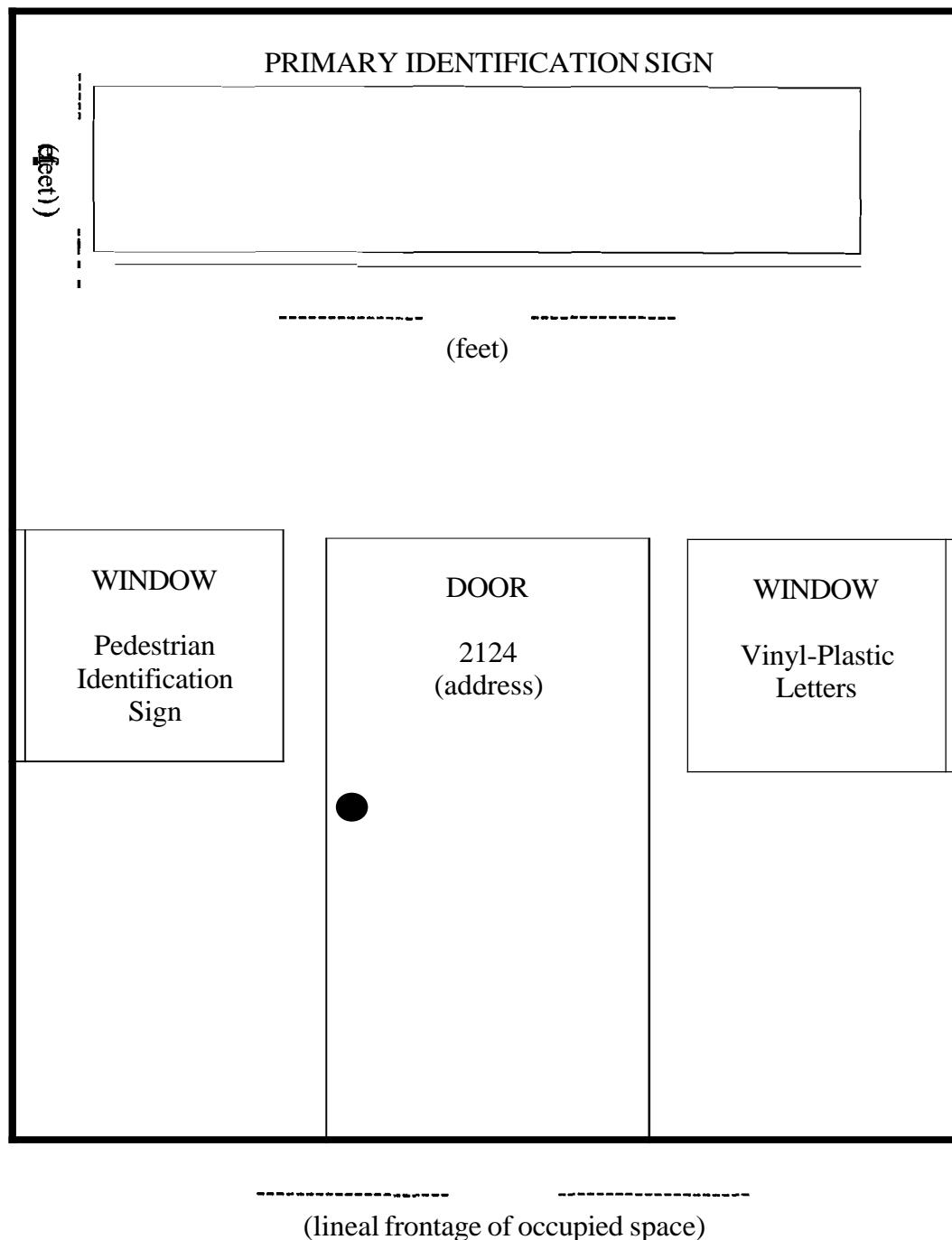
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ADDRESS

(PERMIT NOT REQUIRED)

Numbers designating the building address are required at both the front and rear entrances of the building. The numbers shall be at least three (3) inches but not more than six (6) inches high.

PRIMARY IDENTIFICATION SIGN

(PERMIT REQUIRED)

A primary identification sign denotes the name and/or address and/or major enterprise of the building only. It must be attached to, parallel with, and centered on the face of the building. The maximum sign area permitted is determined by the lineal frontage of the occupied portion of the building (one square foot for each lineal foot of occupied frontage).

PEDESTRIAN ID SIGN

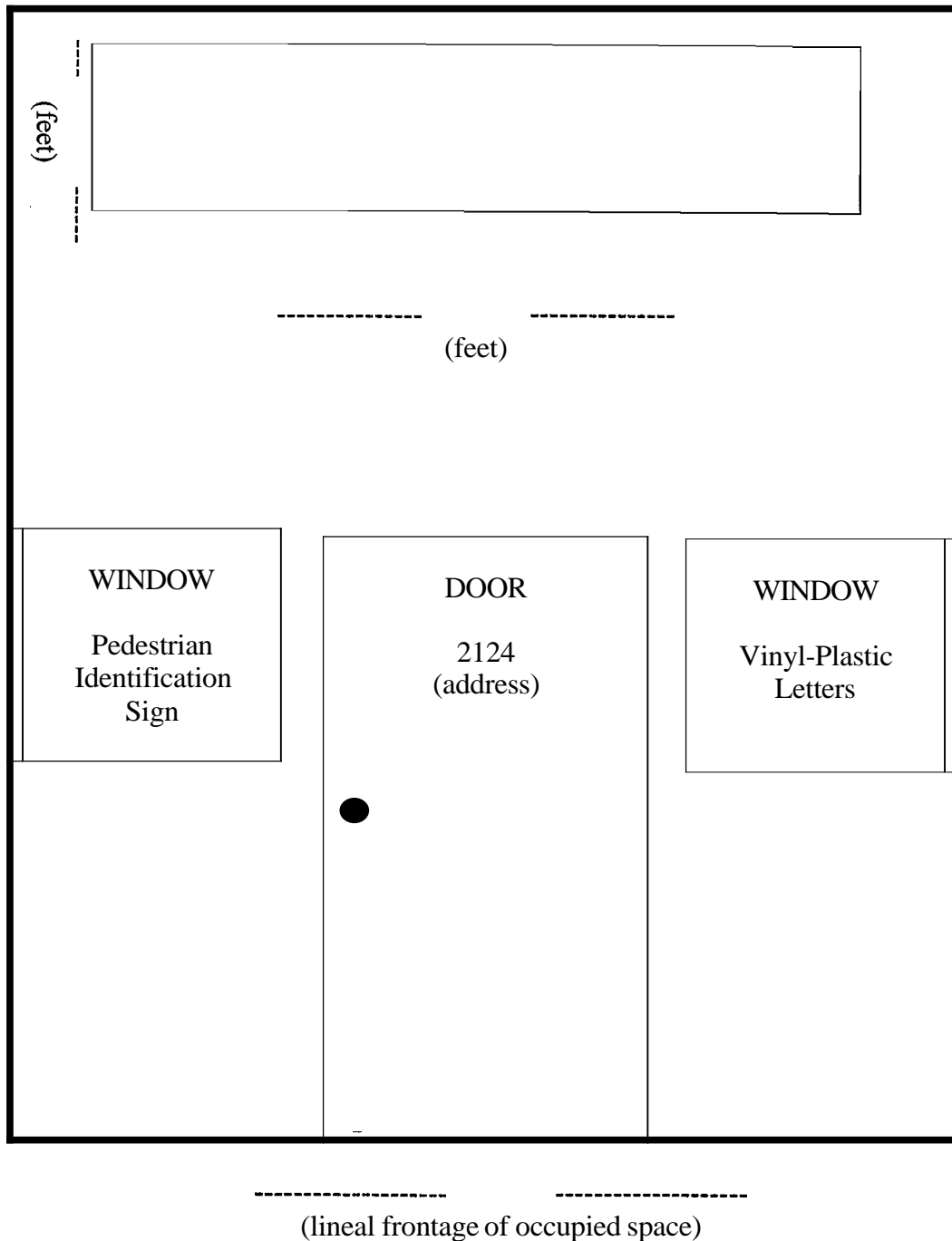
(PERMIT NOT REQUIRED)

A pedestrian identification sign is a painted, box, wood, or similar type sign in the window or on the outside face of the building which denotes the name and/or address and/or phone number and/or major enterprise. Such a sign can be erected only if the primary ID sign is located above the entrance to the building. The maximum sign area permitted is nine (9) square feet.

PLASTIC / VINYL LETTERS

(PERMIT NOT REQUIRED)

Plastic/Vinyl letters may comprise up to twenty-five percent (25%) of the total window area. There are no restrictions as to composition.



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